

Employment Confirmation Letter

[DD-MM-YY]

Employee Name:

Designation:

Employee Code:

Subject: Confirmation Letter

Dear Name,

Consequent to the review of your performance during your probation, we have the pleasure to inform you that you have completed your probation period with us and hence, your services are being confirmed as “**Designation**” with effect from [DATE].

We hope that you will continue giving your good performance and your valuable contribution to the company’s growth.

All other terms and conditions of your employment not mentioned here within will remain unchanged.

We wish you all the very best for a rewarding career with [Your Company Name].

With Warm Wishes,

Yours sincerely,

For [Your company’s name]

[Signing Authority]

Head- Human Resource